

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

September 24 - [City Council Meeting Agendas](#)

Looking Ahead

Monday, September 23: Parks & Recreation Board meeting

Thursday, September 26: Parking Authority (canceled), Social Services Board meetings

Friday, September 27: Worlds of Work open to the public 3-5 pm

Saturday, September 28: Final Old Town Winchester Farmers Market of the season

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- **WATCH!** [publiCITY](#) news show - Recycling special (9/13)
- **LISTEN!** [Rouss Review](#) podcast - Emergency Mgt. (9/12)



The Wilkins family was honored on Thursday, September 19 at an event celebrating the 35th anniversary of Wilkins Lake. Winchester Parks and Recreation Director Lynn Miller unveiled a new marker that has been installed at the lake.

City Manager's Takeaways

Attended monthly Metropolitan Planning Organization (MPO) meeting where the board unanimously endorsed the City's application to VDOT for Transportation Alternatives funding for three proposed projects:

- Middle Road Sidewalks and Bike Lanes
- Green Circle Trail Widening
- Boscawen Street - Pedestrian Mall

Along with Councilor Sullivan and Councilor McKiernan, spoke at the 35th Anniversary Celebration of Wilkins Lake in Jim Barnett Park.



Public Safety

Winchester Police

- Attended Addicted to Hope Rally.
- Held use of force, SWAT, and crisis negotiation trainings.
- Attended K9 conference.
- Attended Girls on the Run race planning meeting.
- Attended North End Citizens meeting.
- Held press conference to update public on Reid homicide case.
- Attended Leadership Fundamentals for Criminal Justice Professionals and Active Shooter Training.
- Finalized General Orders policy 1-5 and drafted 1-6.
- Held police applicant testing and reviewed 16 supplemental applications.
- Held board review for one trainee.
- Crime stats:
 - Crimes against persons (felony) - 2
 - Crimes against persons (misdemeanor) - 12
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes: 21

Winchester Fire and Rescue

- Evaluated Fee for Service Memorandum of Understanding.
- Continued review of the Fire Department Evaluation Study Scope of Work.
- Prepared for Firefighter entrance testing - 44 candidates were invited to take the written test and ability test.
- Met with Lantz construction for a bi-weekly progress meeting for the new burn building.
- Conducted evaluation on new types of gloves and hoods for personal protection.
- Began paramedic academy with 7 personnel attending.
- Met with Facilities Maintenance on upcoming bollard refresher training.
- Met with Communications Department and Frederick County's PIO to discuss upcoming groundbreaking ceremony for the new burn building.
- Attended Andy Fredericks Training Days in Alexandria, Virginia.
- Attended the Nozzle Forward conference.
- Completed a Mass Casualty class. Conducted a life safety survey at Rouss City Hall.
- Met with Shenandoah University on site development plan.

Police Activity	#
Calls for Service	821
Crash Reports	11
DUI/DWI	3
Alarms/False Alarms	22/22
Directed Patrols	45
Directed Patrols (OTW)	6
Extra Patrols	88
Extra Patrols (OTW)	3
Traffic Citations	45
Traffic Warnings	90
BWC requests	32
Special Events Permits Received/ Approved	0/3 65 rec'd YTD

Fire Activity	Fire Activity
Fire	3
Overpressure	0
EMS/Rescue	97
Hazardous Cond.	2
Service Call	8
Mutual Aid Given	8
Good Intent	8
False Alarms	3
Special Incident	0
Plan Review	2
Inspections	35
Reinspections	10
Consultations	1

Emergency Management

- Attended the Northern Valley Emergency Preparedness Team Meeting in Woodstock.
- Met with I&IS to discuss GIS layering and future Dashboard development for the Emergency Operations Center.
- Met with Communications and I&IS to discuss employee demographics for the Everbridge alerting system.
- Met with Schools and Social Services to discuss the schools participation in Mass Sheltering.
- Attended Community Emergency Response Team (CERT) the monthly CERT training.
- Met with I&IS to configure the Polycom video conferencing system in the Emergency Operations Center.
- Met with Westminster Canterbury leadership to discuss a future tabletop exercise.
- Received a brief on the radio communications system.
- Conducted driver training on the Mobile Command Unit.
- Scheduled the installation of transit mobile radios into new buses.
- Met with WPD fleet department to discuss radio issues that they may encounter and how to report issues.
- Prepared the portable radio cache for the upcoming Half Marathon Event.
- Prepared the portable radio cache for the upcoming election.

Development Services

Economic and Workforce Development

- Hosted two walk-throughs of the WoW! venue for the volunteers and discussed tasks for event day.
- Hosted Cybersecurity Small Business Seminar with Lord Fairfax Community College Small Business Development Center.
- Met with prospective businesses and developers interested in doing business in Winchester.
- Held monthly Economic Development Authority meeting; no new business was addressed.
- Attended the 11th Annual Business Forum Luncheon at Museum of the Shenandoah Valley.
- Conducted three business retention/expansion meetings with Winchester businesses.
- Continued demolition of the Kent/Piccadilly project site.

Arts and Vitality & Old Town

- Met with local community partners to discuss potential mural at Taylor Pavilion & crosswalk mural partnership.
- Worked on coordination and scheduling of outdoor Shakespeare performance at Taylor Pavilion for Oct. 5.
- Continued to work with partners on the execution of the Holly Jolly Celebration.
- Finalized design of and placed order for new Old Town banners.
- Held downtown Farmers Market.
- Worked with other city departments on coordination of a pop-up town hall input session concerning Boscawen Street.

Planning

- Staffed the September 17th Planning Commission meeting where the rezoning for the HR-1 zoned portion of the National Gateway parkland was recommended for rezoning to B-1 to support the proposed density of the E. Piccadilly Lofts project. Three adjoining residents spoke at the public hearing and raised concerns about additional traffic on E. Fairfax Lane. Discussion on the Comprehensive Plan was tabled due to only 4 commissioners being present.
- Staffed the September 19th Board of Architectural Review meeting.
- Attended the September 18th Metropolitan Planning Organization Policy Board meeting.
- Attended the September 19th Northern Shenandoah Valley Regional Commission meeting.
- Planning Director started duties as Interim Zoning Administrator.
- Assisted French & Indian War Foundation with a major 275th Anniversary event held Sunday afternoon, September 15th at the George Washington Hotel where Mayor Smith offered welcoming remarks. Approximately 140 attendees listened to a talk about George Washington and the early importance of Winchester during his efforts as a leader during the French & Indian War as presented by Dr. Carl Ekberg. The event was covered by C-SPAN and will be rebroadcast at a later date.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Working with Virginia Tourism Corporation (VTC)'s international media department to arrange an overnight stop for an upcoming UK Media familiarization tour with several UK travel writers. An itinerary has been worked out and partners identified. Visit will be Oct 3-4.
- Attended the Top of Virginia Regional Chamber Business with Breakfast on Tuesday at Costco and made a number of new contacts in the local business community.
- Had a meeting with the GM at the George Washington Hotel regarding the UK Media FAM tour, partnering on an upcoming Virginia Tourism Marketing grant, and experiences/insight into the upcoming [American Bus Association \(ABA\) Marketplace Conference](#) in January. The GW has attended ABA the past several years and developed a number of key relationships that we plan to continue to drive more motorcoach business to our area.
- Planning the kick-off meeting and "immersion" exercise for the [BCF Agency](#) creative team next week, which is the firm that was chosen to create our upcoming multi-platform ad campaign.
- Met with City IIS team to discuss several items, primarily the switch over to Outlook 365 for the Tourism Department and Visitor Center.
- Tourism Board on Thursday.
- Personnel Committee meeting on Thursday.
- Attended the [Shenandoah Valley Travel Association \(SVTA\)](#) fall meeting on Thursday; professional development focused on the various social media platforms and trends in our industry.
- Planning continued for the upcoming [MATPRA Marketplace](#) travel writer conference that staff will be attending next week.
- Planning continued for the upcoming [Worlds of Work](#) event that staff will be participating in next week.

Zoning and Inspections

- Completed:
 - 102 building permit inspections and issued 81 building/trades permits (\$1,264,275 valuation)
 - Significant projects:
 - 1109-1139 Berryville Avenue (replace roof system) - \$403,000
 - 2716 Loyalty Court (new SFD) - \$300,000
 - 2600 Valley Avenue (divide existing evening) - \$250,000
 - 145 code enforcement inspections and initiated 25 new cases
 - 3 new business reviews (2 Certificate of Business, 1 Certificates of Home Business)
- Removed 0 signs from the public right of way (YTD=238).

Permit #	Type	Address	Description	Value
19 00003255	NR	1109 1139 BERRYVILLE AVE	REPLACE ROOF SYSTEM	\$403,000
19 00002046	PLBG	205 E SOUTHWERK ST	NEW FIXTURES	\$6,000
19 00002755	FSUP	2983 S PLEASANT VALLEY RD	ALT SPRINKLER SYS FOR PAINT BO	\$2,000
19 00003363	NGAS	418 W MONMOUTH ST	REPLACEMENT BOILERS	\$350
19 00002042	PLBG	209 E SOUTHWERK ST	NEW FIXTURES	\$6,000
19 00003262	RIFI	2716 LOYALTY CT	NEW SINGLE FAMILY HOME	\$300,000
19 00003363	MECH	418 W MONMOUTH ST	REPLACEMENT BOILERS	\$11,000
19 00003274	BLDG	201 RUSSELCROFT RD	REPLACE WALLS FOR BASEMENT WAL	\$5,500
19 00002045	PLBG	203 E SOUTHWERK ST	NEW FIXTURES	\$6,000
19 00002047	PLBG	201 E SOUTHWERK ST	NEW FIXTURES	\$6,000
19 00002044	PLBG	207 E SOUTHWERK ST	NEW FIXTURES	\$6,000
19 00003364	PLBG	521 BATTLE AVE	EXPANSION TANK	\$200
19 00003262	MECH	2716 LOYALTY CT	NEW SINGLE FAMILY HOME	\$5,000
19 00003262	PLBG	2716 LOYALTY CT	NEW SINGLE FAMILY HOME	\$5,000
19 00003036	NRRM	2600 VALLEY AVE	DIVIDING EXISTING BUILDING	\$250,000
19 00003368	BLDG	102 JACKSON AVE	FOUNDATION REPAIR	\$4,500
19 10000023	PSDM	9 N LOUDOUN ST	DISP OF MERCHANDISE	\$25
19 10000044	PSD1	158 N LOUDOUN ST	OUTSIDE DINING	\$85
19 10000023	PSPS	9 N LOUDOUN ST	PORTABLE SIGN	\$10
19 00003371	NGAS	703 BATTLE AVE	PIPING FROM METER TO EXISTING	\$2,300

Permit #	Type	Address	Description	Value
19 00001229	NGAS	1850 APPLE BLOSSOM DR	EXT 2" GAS LINE	\$2,000
19 10000044	PSPS	158 N LOUDOUN ST	PORTABLE SIGN	\$10
19 00002950	FSUP	519 W JUBAL EARLY DR	ALT. TO WET SYSTEM	\$7,500
19 00000164	ELEC	2934 VALLEY AVE	REMODEL	\$12,000
18 00001244	FSUP	1850 APPLE BLOSSOM DR	AS BUILT - REMOVAL OF HEADS	\$0
19 00000736	ELEC	2948 SECOND ST	ADD/UPGRADE	\$40,000
18 00000095	ELEC	221 W BOSCAWEN ST	REWIRE	\$23,000
19 00003374	ELEC	104 W CORK ST	SUB PANEL ADDITION	\$1,300
19 00003365	TTS	100 N LOUDOUN ST	TENT FOR DINNER IN OLD TOWN	\$2,560
19 00003373	ELEC	17 E MONMOUTH ST	ADDITION 18-620	\$5,000
19 00003379	NGAS	2500 2564 WILSON BLVD	REPLACEMENT FURNACE	\$25
19 00003378	NGAS	2500 2564 WILSON BLVD	REPLACEMENT FURNACE	\$25
19 00003379	MECH	2500 2564 WILSON BLVD	REPLACEMENT AIR COND/ FURNACE	\$2,400
19 00003372	ELEC	24 S PLEASANT VALLEY RD	OH SVC UPGRADE	\$2,500
19 00003378	MECH	2500 2564 WILSON BLVD	REPLACEMENT AIR COND/ FURNACE	\$2,400
19 00003242	ELEC	349 NATIONAL AVE	REMODEL	\$7,500
19 00001479	NGAS	650 S108 CEDAR CREEK GR	NEW FURNACE	\$500
19 00002758	ELEC	1840 AMHERST ST	REMODEL	\$64,600
19 00003264	NR	449 451 N CAMERON ST	REPLACE MEMBRANE ROOF	\$30,665
19 00002739	PLBG	212 S WASHINGTON ST	REPLACE FIXTURES	\$8,500
19 00003366	PLBG	608 MILLWOOD AVE	NEW FIXTURES	\$3,000
19 00003386	MECH	104 W CORK ST	REPLACE A/C, FURNACE & HEAT PU	\$7,200
19 00003281	SIGN	808 BERRYVILLE AVE	BLDG MOUNTED SIGN	\$5,750
19 00003291	PLBG	920 OPEQUON AVE	EXPANSION TANK	\$200
19 00003324	PLBG	249 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003286	PLBG	228 OPEQUON AVE	EXPANSION TANK	\$200
19 00003362	PLBG	305 E BOSCAWEN ST	EXPANSION TANK	\$200
19 10000019	PSDM	33 S LOUDOUN ST	DISP. OF MERCHANDISE	\$25

Permit #	Type	Address	Description	Value
19 10000019	PSD1	33 S LOUDOUN ST	OUTDOOR DINING	\$85
19 00003309	PLBG	1122 WOODLAND AVE	EXPANSION TANK	\$200
19 00003290	PLBG	907 E CORK ST	EXPANSION TANK	\$200
19 00003287	PLBG	265 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003295	PLBG	221 OPEQUON AVE	EXPANSION TANK	\$200
19 00003312	PLBG	2308 MIDDLE RD	EXPANSION TANK	\$200
19 00003298	PLBG	314 PINE ST	EXPANSION TANK	\$200
19 00003389	NGAS	1514 AMHERST ST	REPLACEMENT W. HEATER	\$150
19 00003369	DECK	71 RIFLEMEN LN	REBUILD EXISTING DECK	\$10,000
19 00003354	PLBG	229 PARKWAY ST	EXPANSION TANK	\$200
19 00003294	PLBG	212 OPEQUON AVE	EXPANSION TANK	\$200
19 00003302	PLBG	2629 VALLEY AVE	EXPANSION TANK	\$200
19 00003305	PLBG	916 OPEQUON AVE	EXPANSION TANK	\$200
19 00003296	PLBG	252 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003310	PLBG	1628 S BRADDOCK ST	EXPANSION TANK	\$200
19 00003308	PLBG	1120 WOODLAND AVE	EXPANSION TANK	\$200
19 00003288	PLBG	376 & 378 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003293	PLBG	112 MORNINGSIDE DR	EXPANSION TANK	\$200
19 00003289	PLBG	376 & 378 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003297	PLBG	300 OPEQUON AVE	EXPANSION TANK	\$200
19 10000019	PSPS	33 S LOUDOUN ST	PORTABLE SIGN	\$10
19 00003292	PLBG	105 BELLVIEW AVE	EXPANSION TANK	\$200
19 00003307	PLBG	1012 OPEQUON AVE	EXPANSION TANK	\$200
19 00003306	PLBG	928 OPEQUON AVE	EXPANSION TANK	\$200
19 00003285	PLBG	221 SHAWNEE AVE	EXPANSION TANK	\$200
19 00003332	PLBG	2648 DANIEL TERR	EXPANSION TANK	\$200
19 00003311	PLBG	2304 MIDDLE RD	EXPANSION TANK	\$200
19 00003299	PLBG	812 S101 AMHERST ST	EXPANSION TANK	\$200
19 00003300	PLBG	812 S301 AMHERST ST	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00003391	PLBG	912 OPEQUON AVE	EXPANSION TANK	\$200
19 00003301	PLBG	944 OPEQUON AVE	EXPANSION TANK	\$200
19 00003304	PLBG	632 GREEN ST	EXPANSION TANK	\$200
19 00003303	PLBG	357 SHAWNEE AVE	EXPANSION TANK	\$200
Total: 81				\$1,264,275

Public Services

- The following streets were repaved this week as a part of the FY20 street repaving program:
 - Pondview Drive from Fox Drive to end
 - George Street from Whittier Avenue to Scott Street
 - Scott Street from George Street to Fox Drive
 - Linden Drive from Amherst Street to Caroline Street
- The S. Kent Street/Woodstock Lane infrastructure improvements project has officially been completed as all punch-list items have been finished by the contractor.
- The contractor is progressing on replacing all the windows in the Creamery Building. New drywall installation will begin next week.
- Held a pre-construction meeting with the contractor that will be installing the new water main in Jim Barnett Park to the new maintenance building under construction.
- The steel reinforcement for the base of the new water tank being constructed at the end of Strothers Lane was completed and concrete will be placed next week.
- Submitted the permit application to the Army Corps of Engineers for the repairs that are necessary to the sidewalls of the dam at the City's water supply intake on the North Fork of the Shenandoah River.
- Received authorization from Virginia Department of Transportation to advertise the Museum of the Shenandoah Valley trails project and the Green Circle Trails - Phase III project for construction bids. We are still waiting for authorization to advertise the Wentworth Drive improvements project. Attended the regular meeting of the Frederick-Winchester Service Authority.
- Attended the Policy Board meeting of the Winchester-Frederick Metropolitan Planning Organization where the board approved providing a letter of support for the City's funding applications for Transportation Alternative funds.
- Met with the consultant that has been hired by Frederick County to look at potential regional solutions for recycling.
- Met with Communications and Development Services staff to discuss plans for Boscawen Street Improvement public input sessions.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	0	364
Water meters replaced (number)	101	1,754
Sanitary sewer mains replaced/lined (linear feet)	0	4,791
Sanitary sewer laterals replaced (number)	0	96
Sanitary manholes replaced (number)	0	35
Sidewalks replaced (linear feet)	790	24,981
Sidewalks repaired (linear feet)	2,851	96,444

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	2.31	6.22	Lane miles
	Potholes repaired	0	188	#
	Mowing	1.13	350.57	Acres
	Miles of streets swept	23.20	1,964.80	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	2	132	#
	Trees trimmed	1	430	#
	Stumps removed	0	172	#
Traffic	Street signs Installed/replaced	9	298	#
	Pavement markings repainted (City)	7	9,399	Linear feet
	Pavement markings repainted (contractor)	0	584,494	Linear feet
Refuse & Recycling	Refuse collected	127.39	4,693.97	Tons
	Recycling collected	50.05	1,818.26	Tons
	Large item pickups	6	158	#
Transit	Total passengers	2,831	97,858	#
	Revenue miles pick up/drop off	3,906	139,230	Miles
	Revenue hours pick up/drop off	362.58	12,755.11	Hours
Utility billing	Payments processed	1,365	51,717	#
	New bills mailed out	3,347	53,095	#
	Water services turned off (non-payment)	0	370	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Water treatment plant	Average daily water demand	6.56	6.23	Million gallons/day
	Peak daily water demand	7.02	7.57	
Wastewater treatment plant	Average daily flow treated	6.03	8.59	Million gallons/day
	Peak daily flow treated	6.48	20.04	
Water distribution and wastewater collection	Water main breaks repaired	0	11	#
	Water meters read	1,056	57,092	#
	Fire hydrants flushed	61	1,273	#
	Sewer mains cleaned	350	117,373	Linear feet
	After-hours call outs	2	191	#
Engineering	Site plans reviewed	3	85	#
	Floodplain permits issued	1	87	#
	Utility as-builts reviewed	2	9	#
	Right-of-way permits issued	6	144	#
	Land disturbance permits issued	1	10	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	26	1,619	#
	Erosion and sediment notices to comply	0	20	#
Facilities Maintenance	Work requests completed	28	759	#
	Special events assistance	1	39	#
	Maintenance of pedestrian mall	34	1,218	Staff hours
Equipment maintenance	Total repairs completed	61	3,107	#
Winchester Parking Authority	Work requests completed	9	288	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	1	22	#
	New monthly rentals	7	219	#
	Monthly rental cancellations	4	118	#
	Total monthly leases in all autoparks	+3	1,147	#
	Available monthly spaces in all autoparks	-3	265	#
	Hourly parkers (all four garages)	3,098	107,261	#
	Park-Mobile transactions	796	26,053	#
	Meter violations	150	7,540	#

Social Services

- Received 83 Benefit Program applications: 26 SNAP, 50 Medicaid, 3 TANF, 1 VIEW, 2 Child Care, 0 Auxiliary Grant, 1 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to:
 - 3,636 Medicaid cases
 - 1,559 SNAP cases
 - 65 TANF cases
 - 20 Auxiliary Grant cases
 - 52 individuals receive VIEW services
 - 58 families/126 children receive Child Care Subsidy Assistance (1 families/1 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	216/90
Child Protective Service referrals	7
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	54
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	56/0
Child Protective Service (CPS) case management load	51
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/1/29
CPS family assessments & investigations of alleged maltreatment	88
Family Service intakes	9
Adult Protective Service referrals	2
Adult services case management load	8
Adult guardianships/cases	2/73
Adult Protective Service investigations/intakes	15/7
Family Services Prevention case management load	7
Uniform Assessment Instrument screenings	0

Parks & Recreation

- Held All Paws on Deck - total of 102 dogs participated.
- Held Shenandoah Valley Tennis Authority Fall Tennis Match Play.
- Attended Career Fair at Shenandoah University.
- Attending Virginia Recreation and Parks Service 2021 Conference Committee Chairs meeting.
- Hosted Wilkins Lake 35th Anniversary Recognition Ceremony.
- Met with vendors to discuss Outdoor Pool winter maintenance.
- Continued work on Maintenance facility.
- Continued follow-up with Winchester Public Schools regarding relocation of playground equipment.
- Staff completed Child and Adult Care Food Program paperwork.
- Met with vendor relating to SCUBA Program.

Support Services

Financial Services

- Received notice that the City's AAA bond rating was reaffirmed by S&P.

Innovation & Information Services

- Continued work with OpenGov for GMBA account variances.
- Upgraded 4 servers involved in "ArcGIS Enterprise Environment" to 10.6.1. Will be working on get App Launcher added to our internal Portal (GIS).
- Continued editing the city's road centerline and address point data for NG911 deployment (GIS).
- Continued updating GIS dataset schema to be used within PubWrks application (GIS).
- Generated "rough" sidewalk centerlines out of sidewalk polygons that will be used in PubWrks application. (GIS).
- Worked with Treasurer to complete second half personal property bills processed and to outsource printing vendor.
- Worked on PD reporting for OpenGov.
- Continued online processing improvements with vendor.
- Began work on personal property year-end reconciliation to general ledger to assist Finance.
- Continued hardware refresh and Windows 7 to Windows 10 transition.
- Assisted Social Services with agency application backups.

Help Desk Requests	Count	Closed
Account Management	19	21
Applications	23	18
GIS	4	7
Hardware	15	16
Information Only	1	3
Infrastructure	6	5
No Action Required	3	3
Not Assigned	16	3
Procurement/Disposal	0	0
Reporting	1	0
Research	0	0
Total	88	73

- Assisted Fire and Rescue with scheduled data export.
- Removed and stored computers from outdoor pool.
- Created new Personal Property Tax book for semi-annual based on bill creation instead of bill print.
- Created Cognos report for auditors.
- Ordered new polling books for Voters Registration.
- Procured and installed two new Sony projectors for the Joint Judicial Center and Council Chambers.
- Completed multiple School Bus Stop adjustments for WPS (GIS).
- Worked on creating a DEMO ESRI Dashboard for Fire and Rescue to view Fire and Rescue calls (GIS).

Communications

- Distributed the September 18 CitE-News issue. [Read](#)
- Handled 7 media requests for City information and staff interviews; 5 for WPD.
- Finished editing the Ciderworks video for Manufacturing Week. Also edited footage into four “teasers” that give interesting facts about the businesses participating in the virtual tours. Each will be released the week of September 30.
- Filmed the [press conference](#) held by the Police Department and Commonwealth’s Attorney and provided live feed on Facebook.
- Filmed and edited a [Text to 911 video](#). Met with ECC Director to gather information at wrote press release.
- Edited a [Coffee with a Cop promotional video](#) (event date: 10/2).
- Edited an inspirational farewell video for the Police Department as they honor the retirement of Detective Craig Smith.
- Designed the cover for the FY2019 Comprehensive Annual Financial Report.
- Attended a meeting with GIS and the Arborist to discuss the public launch of the [Spotted Lanternfly Hub site](#).
- Planning for an upcoming public service announcement video production.
- Edited the next episode of [publiCITY](#) to be released 9/25.
- Sent registration information for the Junior Academy to PD and reminders to parents.
- Met with GIS and Economic Development to discuss the GIS Hub site for Manufacturing Week and the Workforce Initiative.
- Attended the EDA meeting.
- Created various TV slides and other graphic materials to promote upcoming events and programs.
- Designed and mailed postcard announcing the upcoming Boscawen Street Improvements public input sessions and survey (coming soon) to primary and secondary property owners in Old Town. Drafted the online survey and press release.
- Prepared for [Boscawen Street Improvement Project public input sessions](#) (3) the first week in October.
- Attended meeting with Public Services to discuss ongoing research and recommendations for recycling.

311 Requests Received	#
FOIA	11
New Recycling Bin	4
Missed Trash/Recycling Collection	1
Trash on Property	1
City Tree Issue	0
Traffic Signal Issue	0
Dead Animal in Road	0
Ask a Question	1
Stormwater Drainage Issue	0
Pothole	0
Street Light Out	1
Tall Grass	0
Water/Sewer Service	0
Citibot	1
Total/YTD	20/411

- Met with web developer to discuss status of website redesign and to discuss the timeline for completion.
- Met with Fire and Rescue and County PIO to discuss plans for the burn building recognition ceremony (October 16).
- Discussed maintenance process for City employee phone database in the City's notification system with Emergency Management and I&IS.
- Created an online form for the Mayor's new Excellence Award.
- Continued working on the FOIA policy changes and recommendations regarding charges for requests.

Date	City Press Releases
9/16	Park to honor 35th anniversary of Wilkins Lake - read
9/18	AAA bond rating reaffirmed for third time - read
9/20	Text to 911 now available in the city - read
Date	Segments on WDVM
9/14	Handley Library System hosts after school activities fair - watch
9/17	3 suspects indicted for 2018 homicide in Winchester - watch
Date	Articles in <i>The Winchester Star</i>
9/14	Local tourism a major revenue generator in 2018
	'tis the season for apple picking
9/17	Oct. 15 is the voter registration deadline
9/18	4 charged in connection with city homicide
	Winchester child rapist to serve 18 years
	Dodson, Flanigan discuss Development Services roles
9/19	Winchester keeps its AAA bond rating
9/20	35 years of memories: Cities mark anniversary of Wilkins Lake
	Town house development under way
	Efforts ongoing to put Winchester in spotlight for filmmakers